LEWIS & CLARK COLLEGE
<b>Request for Check/Cash Reimbursement</b>
Date

Amount
 Cashiers Initials
 Signature

# CHECK REQUEST DEADLINE:

Check Requests must be submitted to the ASLC Treasurer in the Cabinet Office by **TUESDAY by 12:00PM**. Checks will be available in the **Cashier's Office** on the following **Friday at 12:00PM**. A check will not be issued unless all <u>original</u> itemized receipts, invoices or supporting documents are attached. Checks will not be mailed through campus mail.

**STUDENT REIMBURSEMENTS:** Once processed by the Treasurer and the Business Office this form will be returned to the MSC provided. Reimbursements to students will only be issued by the Cashier's Office with this check request form. Reimbursements under \$100 to students will be issued in cash.

**CHECKS TO OUTSIDE CONTRACTORS** (Honoraria, payments to individuals for services, performers, coaches, etc.): A W-9 form is required before the check will be processed.

Reimbursements to outside contractors will be mailed to address provided.

Payee ID Number: \_\_\_\_\_

PAY TO: (Complete address is needed for new vendors.) Only complete one side.

Student Reimbursements	Vendor Payments (must match W9)
Name:	Name:
Phone:	Address:
LC Email:	
MSC:	

## PURPOSE OF PAYMENT: \_\_\_\_\_

TOTAL AMOUNT: \_\_\_\_\_

STUDENT ORGANIZATION REPRESENTED:

## ASLC TREASURER AUTHORIZING SIGNATURE: \_\_\_\_\_

PRINTED TREASURER NAME: \_\_\_\_\_

## STUDENT ACTIVITES DIRECTOR SIGNATURE: \_\_\_\_\_

ACCOUNT NUMBER:	000	Debit \$
(If more than one	000	\$
account is to be charged.)	000	\$
	000	\$

## FOR BUSINESS OFFICE USE ONLY

By	Voucher Date	_Voucher Number
Cash Approval		